



University Of Central Missouri Elliott Student Union Lost and Found Procedures

The Lost and Found for the University of Central Missouri is located at the Elliott Student Union Information Desk. Any found or unclaimed property can be turned in to the Lost and Found located at the Elliott Student Union Information Desk and kept in a secure location for up to 60 days until property is claimed.

Lost Items Turned In

1. Items turned in are inventoried upon arrival and logged into the Lost and Found database, listing the date the item was turned in, the name of the staff member who accepted the item, an item description, the secure storage location in which the lost item was placed, and any notes or actions taken.
 - Any UCM One Cards brought to the lost and found will be taken to the OneCard Office in Union Rm 207A.
 - Any US Bank cards turned in will be taken to US Bank in Union Rm 207.
 - Keys will be turned over to Public Access if they have not been claimed after 30 days.
 - Beverage or food containers will be thrown away after one week.
2. The Elliott Student Union Staff will make every effort to contact the individual as soon as possible if the item contains identification, such as an email, a phone number or an address.
3. To attempt to ensure lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible and provide identification. Claimants must provide their name and 700 number (or visitor's driver's license number) before the items will be released to them.

Lost Items Reported as Missing

1. Items are logged into the Lost Item Report database, listing the date the item was reported as missing, an item description, the name of the individual reporting the lost item as well as their phone number and/or email address, and any additional notes as needed.

Disposing of Items

1. Items are held for 60 days and then disposed of in the following ways:
 - Unclaimed cash, or other items of value may be returned to finder. Finder must identify themselves at time of submitting lost item and indicate they would like to claim the item if it goes unclaimed for 60 days. Finder must contact the Information Desk 60 days after item is dropped off to arrange for pickup. If no contact has made to the Information Desk by the Finder by one week after the 60 day period, any unclaimed cash will be donated to the Campus Cupboard. Any items of value will be donated to the Salvation Army.
 - Identification cards (driver's license, credit, debit, ATM, social security card) will be destroyed if not claimed by the appropriate owner.
 - Cell phones will be donated to Cell Phones for Soldiers. Their recycling partner is R2:2013 (Responsible Recycling) and NAID AAA certified (National Association for Information Destruction) and follows the Department of Defense standards for wiping hard drives and devices.
 - Prescription eyeglasses/sunglasses will be donated to the Lions Club.
 - Umbrellas are retained for the use of Elliott Student Union Patrons, and are available upon request.
 - Unmatched items, damaged items, perishable, or other non-resale items will be discarded or recycled.
 - All other items will be taken to the local Salvation Army deposit location. A staff member will organize, inventory and pack the items for delivery.
 - Employees are not allowed to use, borrow, or keep items even after the 60 days period has passed.